MY VISION

HEALTH CARE

ESTATE PLANNING

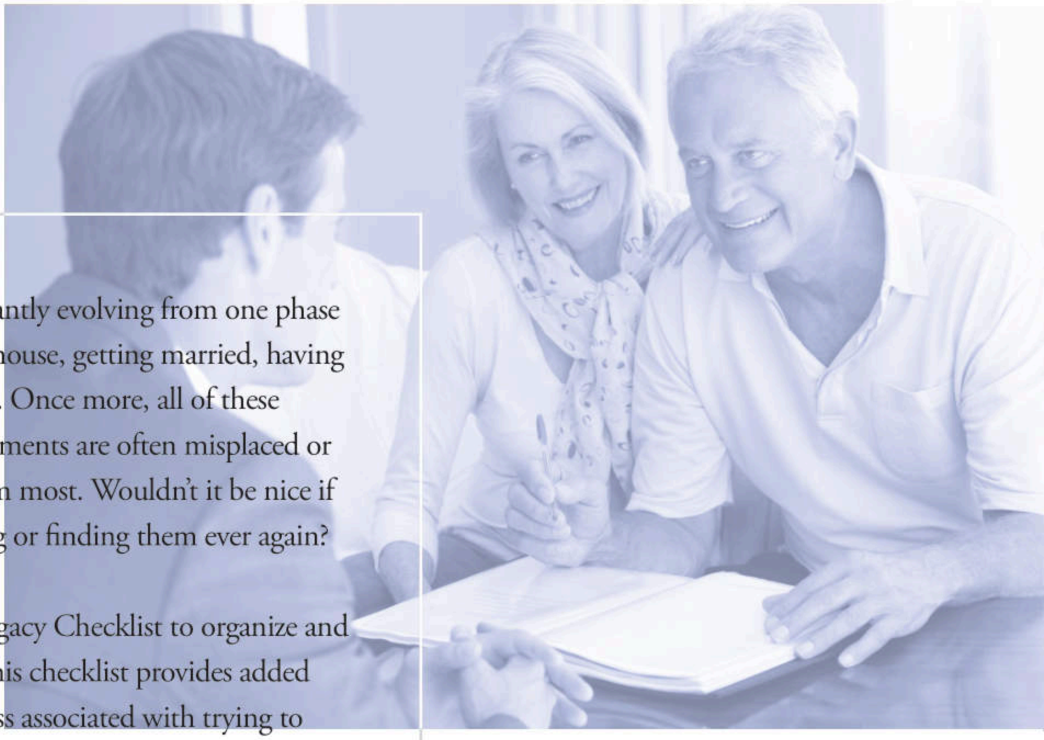
# GUARDING YOUR LEGACY

*Checklist*

RESOURCES

GUARANTEED INCOME

CAPITAL
WEALTH



In today's world, our lives are constantly evolving from one phase to the next — a new job, buying a house, getting married, having kids, and creating a retirement plan. Once more, all of these events are documented. These documents are often misplaced or forgotten about until you need them most. Wouldn't it be nice if you never had to worry about losing or finding them ever again?

We designed the Guarding Your Legacy Checklist to organize and store all of your vital documents. This checklist provides added peace of mind by removing the stress associated with trying to find a piece of paper that you stored away 15 years ago.

We encourage you to share the Guarding Your Legacy Checklist with your family, financial professional, attorney, accountant, and executor. This way everyone will know exactly where to find information pertinent to your future.

With the Guarding Your Legacy Checklist, you can rest assured that you and your family will never have to worry about your future wishes.

**MICHAEL STEVENS**
President / CEO
801.210.2800 | vip@capitalwealth.com

If you need assistance completing this document, we are more than happy to help. Please consult your attorney and/or certified public accountant regarding any legal or tax matters in this document.

| | IMPORTANT CONTACTS | NAME | PHONE NUMBER |
|---|---|---|---|
| | Financial Professional | | |
| | CPA/Accountant | | |
| | Insurance Agent | | |
| | Attorney | | |
| | Executor of Estate | | |

| | EMERGENCY PAPERS and/or INFORMATION | LOCATION |
|---|---|---|
| ✓ | **GENERAL ITEMS** | |
| | Birth certificate | |
| | Social Security card | |
| | Passport/certificate of citizenship (naturalization papers) | |
| | Driver's license number and expiration date | |
| | Adoption papers | |
| | Marriage certificate | |
| | Prenuptial agreement | |
| | Divorce or separation papers | |
| | Safe deposit box(es) and keys | |
| | Safe and combination | |
| ✓ | **INVESTMENT DOCUMENTS** | |
| | Brokerage account statements | |
| | Mutual fund account statements | |
| | Annuity account statements | |
| | Individual retirement plan statements | |
| | Company retirement plan statements | |
| | Other company benefits (e.g., deferred compensation) | |
| | Stock certificates not held in an account | |
| | Bearer bonds not held in an account | |

| | EMERGENCY PAPERS and/or INFORMATION | LOCATION |
|---|---|---|
| ✓ | **INVESTMENT DOCUMENTS CONTINUED** | |
| | Alternative investment documents (including K-1s) | |
| | Investment club documents/records | |
| | 529 college savings plan statements | |
| | Online securities access information | |
| | Beneficiary forms for IRAs, 401(k)s, or other benefits plans | |
| | Documents showing cost basis of securities owned or sold | |
| ✓ | **INSURANCE DOCUMENTS** | |
| | Life insurance policy documents | |
| | Group life policies | |
| | Health and accident insurance ID cards and claim records | |
| | Variable annuity or fixed annuity statements/documents | |
| | Mortgage insurance policy | |
| | Travel insurance policy | |
| | Property and casualty policy documents | |
| | Veterans administration insurance papers | |
| | Beneficiary forms for insurance or annuity policies | |
| | Long-term care insurance policy | |
| ✓ | **PERSONAL FINANCIAL DOCUMENTS** | |
| | Appraisals for valuable items | |
| | Inventory of valuable items | |
| | Buy/sell or partnership agreements | |
| | Deferred compensation agreements | |
| | Federal/state gift tax returns | |
| | Prior years' tax returns | |
| | Motor vehicle title and/or registration papers | |
| | Lawsuit paperwork or documents on pending legal actions | |

| | EMERGENCY PAPERS and/or INFORMATION | LOCATION |
|---|---|---|
| ✓ | **PERSONAL FINANCIAL DOCUMENTS CONTINUED** | |
| | Promissory notes | |
| | Outstanding loans | |
| | Mortgage documents | |
| | Medical bills/records and prescription plan card | |
| | Property and school tax records | |
| | Real estate deeds and/or other titles of ownership | |
| | Rental and/or lease agreements | |
| | Trust documents/agreements | |
| ✓ | **BANK/CREDIT DOCUMENTS** | |
| | Checking or money market account statements | |
| | Checks | |
| | Savings accounts | |
| | Credit cards and account statements | |
| | Life insurance policy documents | |
| | Credit union account books or statements | |
| ✓ | **EMERGENCY DOCUMENTS** | |
| | Living will/health care proxy | |
| | Durable power of attorney | |
| | Financial institution's proprietary power of attorney forms<br>*Some financial institutions may refuse to accept a standard power of attorney.* | |

| | PAPERWORK FOR FINAL ARRANGEMENTS | LOCATION |
|---|---|---|
| | Last Will and Testament<br>*Wills should not be kept in a safe deposit box. Rather, wills should be stored in either a laywer's will safe or a fireproof safe at your home.* | |
| | Military discharge papers<br>*Veterans receive a small stipend toward burial expenses.* | |
| | Burial instructions | |
| | Cemetery plot deed | |
| | Prepaid cremation documents | |
| | Funeral home preference and information | |
| | Charitable donations preference(s) | |
| | Letter of instruction (if available) from the deceased to the executor | |
| | Death certificate<br>*The number of accounts or titles of ownership of the deceased.* | |
| | Phone number/address of county surrogate court<br>*The county court or clerk's office where the decedent resided will oversee estate matters and probate. The executor must obtain a sufficient number of death certificates for transferring ownership of accounts, titles, etc.* | |

# NOTES



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